

**ALPHA PUBLIC SCHOOL  
FACILITY USE FORM / REQUEST FOR USE OF SCHOOL PROPERTIES**

(a) **Organization:** \_\_\_\_\_

(b) **Time and dates:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Main office must be notified if any of the above times/dates change.)**

(c) **Purpose:** \_\_\_\_\_  
\_\_\_\_\_

(d) **Facility to be used (gym, cafeteria, classroom, etc.) and any special requirements (tables, chairs, microphone, etc.):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) The requesting organization does hereby agree to hold harmless and fully indemnify the Alpha Borough Board of Education from any and all liability to its members or to members of the general public or employees or students of the school, arising out of the requesting organization's use of school properties, regardless of any contributory or comparative negligence on the part of the Board of Education, its agents, employees or members.

The requesting organization agrees to maintain adequate insurance coverage, in the amount of at least \$1,000,000.00 for a single occurrence, which coverage shall specifically provide that it is the primary insurance coverage with respect to any liability arising from the requesting organization's use of school properties and shall name the Board of Education as additional insured. Proof of said coverage shall be provided upon request.

The requesting organization does hereby agree to reimburse Alpha Borough Board of Education for any and all damages caused to the facility or equipment of the board during or as a result of the aforesaid activities.

(f) Signature of person or persons who have read the regulations and agree to abide by them and to be responsible for the organization requiring the use of the school properties and who hereby certify that they are empowered to execute this document on behalf of the organization.

DO NOT WRITE HERE
Permission Granted ( )
Not Granted ( )
_____ Signature of Board Secretary or Administrator

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_